



**United States Department of the Interior**  
U.S. FISH AND WILDLIFE SERVICE  
1011 E. Tudor Road  
Anchorage, Alaska 99503



**JOB OPPORTUNITY NOTICE**  
**R7-21-210028800-AF-LH**

**OPENING DATE:** 1 Feb 21  
**CLOSING DATE:** 19 Feb 21

**POSITION:** Materials Handler (Expediter), WG-6907-04

**SALARY:** \$23.92 – \$27.90 per hour

**LOCATION:** Bethel, Alaska

**WHO MAY APPLY:** Any qualified U.S. citizen who has lived or worked in or near Alaska public lands and has special knowledge or expertise concerning the natural and cultural resources of the public lands and the management thereof. This includes an applicant who was once a resident, moved away, but is intending to re-establish local residency.

**WORK PERIOD:** This is a full-time permanent, career-seasonal position.

**ORGANIZATION:** Yukon Delta National Wildlife Refuge

**DUTIES:** The employee will serve as a Materials Handler (Expediter) for the U.S. Fish and Wildlife Service. Duties and responsibilities include maintaining daily radio contact with remote field camps for the purpose of documenting weather conditions, messages, and supply lists. Relaying information from field camps to appropriate office personnel. Fill resupply needs of field crews and prepare shipments for camps. Assist in moving, setup, takedown, and transportation of field equipment, supplies, and people. Assisting pilots in securing, transporting, launching, and loading float planes. Maintain an inventory list of property and materials in the warehouse. Clean and refuel refuge vehicles regularly. Operates automobile or light truck, snow machines, or all-terrain vehicle to perform logistics duties. Charge items to government Blanket Purchase Agreements and complete acquisition requests. Performs low-skilled maintenance duties such as moving supplies or equipment, cleaning equipment and buildings, or in other ways provide assistance to the station's maintenance worker. Receive freight and heavy equipment from air cargo and barge companies. Deliver Government Bill of Lading. Employee uses hand tools, power tools. Drives Vehicle/Equipment such as Standard Pickup Truck, Standard Full Size SUV. May assist maintenance staff in the construction, installation, repairing, and modifying of wood structures.

**For more information on the duties of this position contact:**  
Spencer Rearden at (907) 543-1023, [spencer\\_rearden@fws.gov](mailto:spencer_rearden@fws.gov)

**KNOWLEDGE/EXPERIENCE REQUIRED:**

Applicants must have knowledge or expertise concerning the natural or cultural resources of public lands in Alaska and the management thereof. Knowledge of refuge boundaries, wilderness areas and

subsistence uses within those areas.

### **CONDITIONS OF EMPLOYMENT:**

1. U.S. Fish and Wildlife has determined that this position is not suitable for telework.
2. Must have a valid State of Alaska driver's license.
3. Conversion to competitive service after two years or completion of qualification requirements (whichever is longer).
4. All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.
5. Background Investigations: Employment in this position requires a background investigation which may delay your starting date. If you are selected and cannot obtain a favorable adjudication within a reasonable period of time due to disclosed or undisclosed background issues, the employment offer may be withdrawn.
6. Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
7. You will be required to provide proof of US citizenship.

**HOW TO APPLY:** The closing date is **19 February 2021 at 4:00 PM**. Do not include any information that contains any personally identifiable information (sex, gender, sexual orientation, national origin, color, marital status, disability, political affiliation, race, religion, age, date of birth, social security number, criminal history, photos, etc.). Applications should be based on your qualifications for the position only (education, experience, etc.)

1. Resume
  - Please ensure that your resume contains:
    - Your full name
    - Address, including zip code
    - Telephone number
    - Whether or not you claim veterans' preference in employment
    - Your country of citizenship
    - College and/or graduate school name(s), dates attended, date and type of degree earned or, if no degree earned, show credits earned.
    - Work experience: for each period of employment or non-paid work, include dates of employment (month and year of starting and ending dates), number of hours worked per week and salary, job title (if the position was in the federal government, include the official job title, occupational series and grade), the employer's name and address, supervisor's complete name and telephone number and indicate whether current supervisor may be contacted and a description of the major duties performed and accomplishments.
    - Any other job related qualifications such as language skills, technical/mechanical skills, professional certificates/licenses and dates received, honors, awards, and special accomplishments related to this position.
2. Supplemental Questionnaire, attached.
3. DD-214 member copy 4 or other documents to support veteran's preference status
4. SF-15, Application for 10-Point Veteran's Preference and supporting documentation, if you are claiming a service-connected disability
5. Statement of military service to meet the Veterans Opportunity to Work (VOW) Act (<https://chcoc.gov/content/vow-veterans-opportunity-work-hire-heroes-act-2011>)

The resume and supplemental questionnaire are the basis for determining eligibility and qualifications. In addition, interviews may be conducted for this position on a pass/fail basis or may be scored.

**Method to submit application:**

1. Email: [andrew\\_fleming@fws.gov](mailto:andrew_fleming@fws.gov) (received by closing date)
2. Fax: 907-786-3397, ATTN: Andrew Fleming (received by closing date)
3. Mail: Human Resource Office, Attn: Andrew Fleming, 1011 E. Tudor Rd, Anchorage, AK 99503 (postmarked by closing date and received within 5 business days)

**ADDITIONAL INFORMATION:**

Working for the Department of Interior offers a comprehensive benefits package that may include, in part, paid vacation, sick leave, holidays, life and health insurance. In addition, you may be eligible for retirement benefits and/or participation in the Thrift Savings Plan which includes a percentage of government matching. You may even be able to work a flexible schedule. The following web address is provided for your reference to explore the major benefits offered to most Federal employees. To find out more go to: <https://www.usajobs.gov/Help/working-in-government/benefits/>

Privacy Act Information: The application you submit for this position contains information subject to the Privacy Act of 1974 (PL 93-579, 5U.S.C. 522a). We are required to provide you with information regarding the authority and purpose for collecting this data, the routine uses which will be made of it, and the effect, if any, of non-disclosure. You are entitled to the same information as it pertains to disclosure of your social security number.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

The U.S. Department of Interior is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness, and qualifications without regard to race, gender, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, sexual orientation, political affiliation, or other non-merit factors.

We may use this announcement to fill additional vacancies within 90 days of closing date of this announcement.

**ALASKA LOCAL HIRE PROGRAM SUPPLEMENTAL QUESTIONNAIRE**  
Materials Handler (Expediter), WG-6907-04  
**R7-21-210028800-AF-LH**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

Please respond to the following questions so we can determine your level of knowledge and skills for this position.

**LOCAL KNOWLEDGE AND EXPERIENCE**

1. Do you now, or have you ever, lived or worked in or near the public lands in Alaska?
  - a. Yes (This answer needs to be supported on your application/resume)
  - b. No
2. Have you lived in the vicinity of Yukon Delta NWR, Bethel, Alaska? If so, for how long?
  - a. Less than one (1) year
  - b. One (1) to five (5) years
  - c. Over five (5) years
  - d. I have not lived in the vicinity
3. While working or living in or near the public lands of Yukon Delta NWR, have you held a job with duties involving natural or cultural resources?
  - a. Yes
  - b. No
4. How would you describe the type of natural/ cultural resources knowledge and experience you have obtained? (circle the letter for all that apply)
  - a. Community history such as: specific dates, important events, seasonal observations, customs, etc.
  - b. Geographic features and/or unique land markers such as: mountain or river names/locations, types of landscapes, or other geographic information
  - c. Wildlife (including identification of): mammals, birds, insects, big game, fish, or other animals specific to the area
  - d. General knowledge of safety precautions, weather conditions, recreation options, and important information knowledgeable to the local community
  - e. Other unique information not listed above (you may be asked to elaborate at a later time).
  - f. I do not have knowledge or experience as listed above.
5. How did you obtain your knowledge of the unique practices of the public lands for Yukon Delta NWR? (circle the letter for all that apply)
  - a. Personal knowledge such as: fishing, hunting, camping, hiking, etc.
  - b. Professional: obtained through a position held
  - c. Official training: high school class, college course, on-line training
  - d. Other resource used to obtain knowledge that is not listed above (you may be asked to elaborate at a later time).

- e. I do not have the knowledge listed above.
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- 6. Do you have knowledge of the local area, resources, habitats, wildlife, weather patterns, geography, and travel conditions and have used it, in combination with knowledge of local culture and lore, to safely and efficiently travel through the remote and isolated areas on and near Yukon Delta NWR?
    - a. Yes
    - b. No
  - 7. What methods have you used to share this knowledge and/or experience with others? Please circle all that apply.
    - a. Materials such as brochures, pamphlets, books, or written documents
    - b. Media such as websites, Twitter, Facebook, podcasts, etc.
    - c. Formal and/or informal presentations
    - d. Hands-on activities and/or games
    - e. Other methods not listed above (you may be asked to elaborate at a later time).
    - f. I do not have skill or experience with the methods listed above
  - 8. What types of tools have you used for personal or professional use? (Please circle all that apply)
    - a. Hand tools: hammer, tape measure, screwdriver, wrench, pliers, etc.
    - b. Grounds Maintenance: shovel, wheelbarrow, hacksaw, cutters/shears, etc.
    - c. Safety Equipment: goggles, gloves, safety belt, dolly, etc.
    - d. Power tools: drill, grinder, nail gun, air compressor, chainsaw, etc.
    - e. , Light Equipment: Trucks, boats, ATVs, snowmachines, etc.
  - 9. What is your ability to clean, organize, and store field equipment such as tents rafts, camp stove and other items? (Circle only one response)
    - a. I do not have experience in this area.
    - b. I have some knowledge and/or skill in this area.
    - c. I have knowledge and/or skill in this area and complete these duties on a daily basis.
    - d. I have knowledge, skill, and experience in this area as well as train others in this area.
  - 10. What is your ability to maintain daily radio contact with remote field camps for the purpose of documenting weather conditions, messages, and supply lists? (Circle only one response)
    - a. I do not have experience in this area.
    - b. I have some knowledge and/or skill in this area.
    - c. I have knowledge and/or skill in this area and complete these duties on a daily basis.
    - d. I have knowledge, skill, and experience in this area as well as train others in this area.
  - 11. What is your ability to assist pilots in loading, launching, transporting and securing float planes? (Circle only one response)
    - a. I do not have experience in this area.
    - b. I have some knowledge and/or skill in this area.
    - c. I have knowledge and/or skill in this area and complete these duties on a daily basis.
    - d. I have knowledge, skill, and experience in this area as well as train others in this area.
  - 12. What I your ability to maintain an inventory list of property and materials in a warehouse? (Circle only one response)
    - a. I do not have experience in this area.
    - b. I have some knowledge and/or skill in this area.
    - c. I have knowledge and/or skill in this area and complete these duties on a daily basis.

- d. I have knowledge, skill, and experience in this area as well as train others in this area.
- 13. Is a Resume included with your application?
  - a. Yes
  - b. No

I certify that the statements made on this application are true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Printed Name